

Help Card #2

eCourts - How do I register as an employee of an organisation?

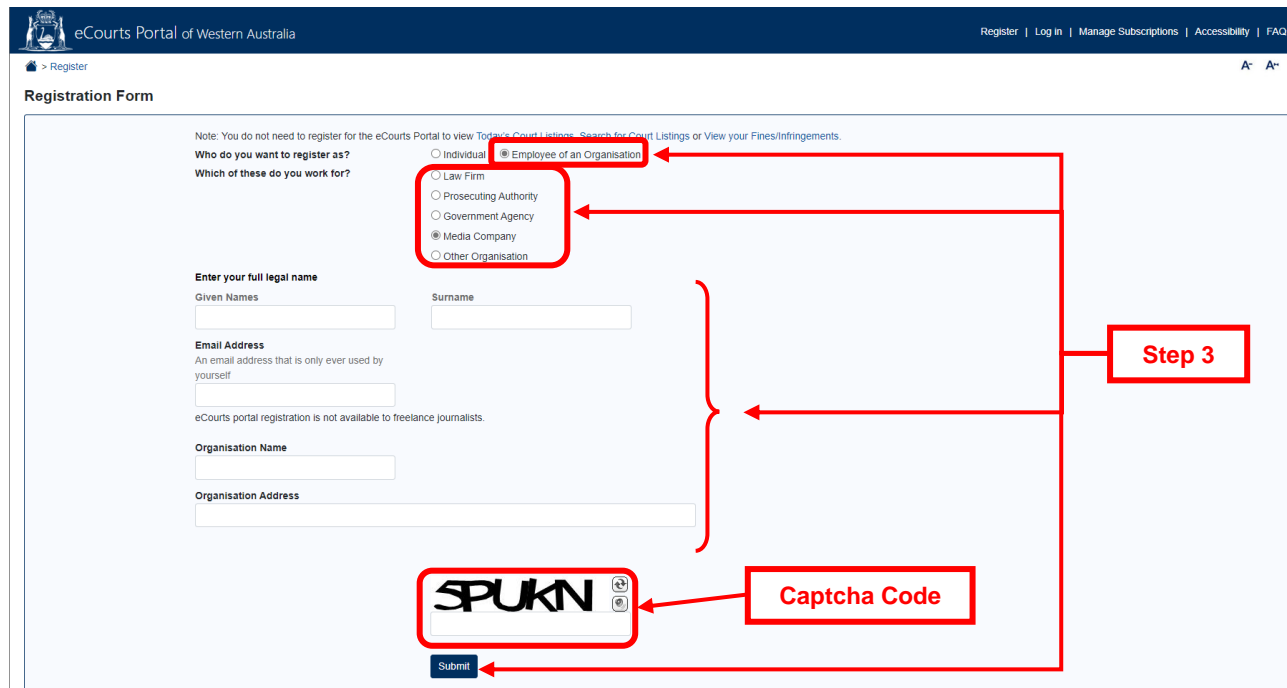
This will help you register as an employee of an organisation on the eCourts portal. If you are registering as an individual use [Help Card #1](#)

STEP 1: Open the eCourts Portal - [eCourts Portal Home - eCourts Portal \(justice.wa.gov.au\)](#)

STEP 2: Select 'Register' from the blue bar at the top of the page.



STEP 3: Select 'Employee of an Organisation' under 'Who do you want to register as?', select the type of organisation you work for and complete the remaining fields, enter the Captcha Code and click 'Submit'.



eCourts Portal of Western Australia

Register | Log in | Manage Subscriptions | Accessibility | FAQs

> Register

Registration Form

Note: You do not need to register for the eCourts Portal to view [Torture Court Listings](#), [Search for Court Listings](#) or [View your Fines/Infringements](#).

Who do you want to register as?
Which of these do you work for?

Individual
 Employee of an Organisation
 Law Firm
 Prosecuting Authority
 Government Agency
 Media Company
 Other Organisation

Enter your full legal name

Given Names

Surname

Email Address
An email address that is only ever used by yourself

eCourts portal registration is not available to freelance journalists.

Organisation Name

Organisation Address

SPUKN

Captcha Code

Submit

Step 3

STEP 4: A text message will be sent to your nominated mobile number with a verification code. Note down this code.

Step 4

An email has been sent to you to reset your password.

182453 is your eCourts Portal verification code. Unexpected Text? Call [08 9425 2645](tel:0894252645), 8:30am - 4:30pm AWST Monday - Friday

STEP 5: An email will also be sent to your nominated email address. Open the email and click '**Manage Password**'.

eCourts Portal - Account password management

ctghelpdesk@justice.wa.gov.au
To: SAT Technology

Retention Policy DoJ Exchange Online retention policy (20 years) Expires 18/08/2042

Technology

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Sat TECHNOLOGY,

You recently requested a password reset for your eCourts Portal of Western Australia account or a new account was created.

To complete the process, click on the link below:

[Manage Password](#) (valid until 23 Aug 2022 19:03)

Has your link expired? Please click on the link below to reset your password:

[Reset My Password](#)

If you did not request this change or if you believe an unauthorised person has accessed your account, please contact the Courts Technology Group Helpdesk on (08) 9425 2645.

Kind regards,
CTG Helpdesk

STEP 6: Create a password and enter the verification code you received via text message and click 'Create Password'.

The screenshot shows the 'Create user password' form on the eCourts Portal of Western Australia. The form is titled 'Create user password' and includes the instruction 'Use the form to create your password'. The form contains the following fields and elements:

- Email:** A text input field containing 'sat.technology@justice.wa.gov.au'.
- New password:** A password input field.
- Confirm new password:** A password input field.
- SMS verification code:** A text input field.
- Create Password:** A button at the bottom left of the form.

Red annotations highlight the 'New password', 'Confirm new password', and 'SMS verification code' fields, and the 'Create Password' button. A red box labeled 'Step 6' has arrows pointing to these fields and the button. A light blue error message at the top states: 'Password must be a minimum of fourteen characters. Can include words, numbers and special characters. Can be a phrase. Cannot contain your given name, surname or email address'. A light blue informational message at the bottom states: 'Use the Forgot Password link to generate another verification code if the SMS is not received after two minutes.'.

STEP 7: Your account has been created and you will be directed to login.